

State of Rhode Island  
Department of Administration

# INTER-OFFICE MEMORANDUM

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Office of the Director

**TO:** Chief Executive Officers **DATE:** March 25, 2003  
State Departments and Agencies

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT:** **UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2003**

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Please forward a list of uncollectible accounts and the detail of in-house collection procedures **on or before April 25, 2003** to the Office of Accounts and Control, One Capitol Hill, Providence, RI 02908-5883. Standardized Form AR-1 is to be used to report uncollectible accounts (form enclosed).

A new form has been added to the report: Form AR-1c, entitled "Summary Aging of Accounts Receivable". You should complete and return this form with the others when requesting a write-off of accounts receivable. You should include those accounts that you are requesting to be written off in the aging. (You can pick a cut-off date to present this information.) If you have no uncollectible amounts, please reply as such.

You should complete these forms and submit them electronically via e-mail to me at [LarryF@gw.doa.state.ri.us](mailto:LarryF@gw.doa.state.ri.us)

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Enclosures  
CEO:03-03